

COVENTRY HOUSING AUTHORITY
MINUTES
SEPTEMBER 21, 2011

The meeting was called to order at 4:15 p.m. by the Chairman, Robert DiPadua in order to have a Public Hearing regarding the Annual Plan. Attending the meeting were commissioners Paul Pasch, Maurice DeGraide, Rebecca Parenteau and Rosalie Jalbert as well as Executive Director Julie Leddy and Legal Counsel Arthur Capaldi.

Julie reported that because the Housing Authority is a High Performer, small agency, she is no longer required to submit an Annual Plan to HUD, however the Plan must be presented to and adopted by the board on an annual basis. She stated that the goals remain the same as HUD mandates them. She stated she continues to keep looking for more ways to obtain money for affordable housing. Capital funding is down by 25% and it is anticipated that this will drop again next year, therefore items such as new kitchens at KOV will be set aside and old boilers may need to be replaced. Chairman DiPadua told Julie that if more letters are needed from the board she should let them know. He suggested that Julie send letters from the board to the Chairmen of the House and Senate finance committees. Julie informed the board that the Plans had been discussed with tenants. Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to approve the Annual Plan. Motion carried with all in favor. There being no further

business to discuss, motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to adjourn the Public Meeting. Motion carried with all in favor.

The Chairman, Robert DiPadua, called the regular meeting to order at 4:30 and the following commissioners were present: Rebecca Parenteau, Maurice DeGraide, Paul Pasch and Rosalie Jalbert. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to approve the minutes of the August 17, 2011 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner Pasch and seconded by Commissioner DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.

According to Julie, the Year To Date Financials are based on the budget revision done for July 1st. Julie used a forecasting tool provided by NAHRO to plug in numbers and she reports that the Authority is not in danger of losing any money unless HUD changes their formula.

Section 8 shows a net income for the first seven months of \$20,000 but this does not include the reduction of admin fees.

A draft of the audit for year-end December 31, 2010 is provided in today's packet. There were no instances of non-compliance. Motion was made by Commissioner Parenteau and seconded by Commissioner Pasch to accept the draft and authorize Julie to submit it. Motion carried with all in favor.

EXECUTIVE DIRECTOR'S REPORT:

Julie reported that hurricane Irene did not cause any damage or power failures at the Authority. She informed the board that the Coventry Emergency Management Committee was prepared and constituents of the Town were well protected in the event of any emergencies.

The annual inspections of units, buildings and grounds will be performed on October 3, 4 and 5 and the HUD REAC inspection will take place on the 17th and 18th of October.

Construction Update: The new programmable thermostats have been installed in the common areas of all residential buildings at NRT. The final blow door test was performed and Julie is waiting for the final results. Specs are being prepared for the replacement of

common area flooring at the John O. Haynes complex and for the replacement of unit/building entrance overhangs at KOV. A meeting will be held tomorrow regarding this work. Two boilers and two domestic hot water heaters let go at KOV. Replacements are being borne by the modernization account.

HUD has passed a final rule on reporting public housing agency executive compensation information. Housing Authorities will also have to certify the schedule of positions and compensation of the five most highly compensated employees.

Registration is open for the 2011 NAHRO National conference to be held October 23rd – 25th in St. Louis, Missouri. Julie will not be attending, however if any board member wishes to attend they should let her know.

An application was submitted for 2011 set-aside funding in the Housing Choice Voucher program in the categories of increased lease up and increased portability. The Authority was not eligible to receive set aside money.

In 1998 the Coventry Housing Authority was awarded 100 Section 8 vouchers in the Mainstream program, which were designated for families who have a non-elderly disabled member of the household. After one year the vouchers became standard vouchers. HUD is now re-establishing the Mainstream vouchers, which will now be renamed to NED vouchers, and all agencies will need to reclassify the awarded vouchers in their standard voucher allocation.

The financial retreat will be held on Wednesday October 12th.

MAINTENANCE REPORT:

Julie stated that she authorized some overtime for watering new plants during the hot weather.

HOUSING REPORT:

There were no vacancies in Public Housing and operating receipts were greater than what was budgeted. The Housing Choice Program is using more money than what is being received, however there are reserves. Things have been quiet at Crossroads.

RESIDENT SERVICE COORDINATOR:

The knitting program, the Fiddle Fit exercise program and the craft hour continue to be held.

FAMILY SELF-SUFFICIENCY:

The Molar Express returned in August and was a great success.

COMMITTEE REPORTS:

A) BUILDING COMMITTEE: Commissioner DeGraide and Julie met with the engineers on September 13th. A survey has been completed and location was determined at the meeting. Crossman Engineering will now prepare site plans to include set back requirements as well as utilities and drainage. Chairman DiPadua requested that Julie ask Crossman what the increase would be in price one year from now.

UNFINISHED BUSINESS:

Sewer Easement: (Tabled)

NEW BUSINESS:

Maintenance Uniform Service Contract: The five year service contract for uniforms and mat service is up for renewal. The following prices were received for these services:

Aramark \$25 per week (no change)

Cintas \$39.99 per week

Unifirst \$34.69 per week

Motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to enter into another contract with Aramark for five years at the “no change” rate of \$25. Motion carried with all in favor.

OPEN DISCUSSION:

Commissioner DeGraide questioned Julie about whether maintenance staff go into an apartment to perform work without the tenant being there. Julie responded that they do. He questioned whether this is taking a risk. Julie said that in the past accusations have been made which were dealt with and there are a few apartments where maintenance has to be done in pairs.

There being no further business to discuss, motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD
RECORDING SECRETARY